

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 25th day of February, 2015
at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman
Commissioner James Riester, Vice-Chairman
Commissioner Dennis Brochey
Commissioner Robert B. Cliffe

EXCUSED: Commissioner Wright H. Ellis
Commissioner Lee Wallace
Robert P. Lannon, CRA Infrastructure & Engineering
Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT: Thomas Blodgett, Administrative Director, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
P. Andrew Vona, Attorney for District
Teresa Misiti, CRA Infrastructure & Engineering
Suzanne-Marie C. Fulle, NCSD #1
Joanne M. Teixeira, NCSD #1

Chairman Smith called the meeting to order at 3:30 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Robert B. Cliffe and seconded by Dennis Brochey, it was resolved that the minutes of the January 28, 2015 meeting be approved as presented. This motion was carried.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	8.40
Dig Safely	Digging Notifications	64.50
Frontier	Mapleton Rd PS	53.39
National Fuel	Plant	5,090.74

National Grid	Elec Dist. - Tonawanda Creek Road	522.67
National Grid	Elec Dist. - Townline Road	842.79
National Grid	Elec Dist. - Mapleton Rd	193.66
National Grid	Elec Dist - East Canal PS	1,352.53
National Grid	Elec Dist - Shawnee Road	190.27
National Grid	Elec Dist - Moyer Lift	111.22
National Grid	Plant	7,678.75
National Grid	2044 Niagara Falls Blvd (meter)	21.77
National Grid	2059 Niagara Falls Blvd (meter)	21.02
QLT	Townline Road PS	13.35
Time Warner	Internet Service	758.17
Town of Pendleton Water	East Canal Rd PS	34.20
Town of Pendleton Water	Tonawanda Creek PS	11.00
Verizon	East Canal	25.09
Verizon	Tonawanda Creek	29.45
Verizon	Plant	134.00
Verizon	Moyer Lift	25.02
Verizon	Rapids Road PS	19.48
Verizon	Shawnee Road	24.67
Verizon Wireless	Cellular Phones	32.29

TOTAL

\$ 17,258.43

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alfa Laval	Kit, Pillowblock/Conv Brg	1,432.82
Allied Waste Services #111	Sludge Disposal	12,650.81
Bison Laboratories, Inc.	Sodium Hypochlorite	2,678.73
Blodgett, Thomas	Travel Mileage	52.90
Buffalo Courier Services	Delivery Service to Rochester	828.00
CRA	January Monthly Retainer	750.00
CRA	NCSD Mapleton Rd. P.S. Rehab Project #631047	1,397.00
CRA	Misc. Project Assistance/SCADA (Project #630191)	3,905.00
CRA	2014 Roof Replacement (Project #631067)	375.00
Core Parmer	Silicone Tubing	171.06
Dell Marketing	Computer and software for laboratory	902.84
Evoqua	Lab Grade Water	647.46
Ferchen, Mark	Reimbursement for Continuing Education Credits	200.00
Flanders, Daniel	2015 Clothing Allowance	400.00
Fisher Scientific	Lab Supplies	1,828.89
Grove Roofing	2014 Roof Replacement - Final Payment	40,934.00

Isle Chem	Lab Analysis	988.00
K & K Janitorial Service, Inc.	General Cleaning for February 2015	390.00
Lock City Supply Inc.	Maintenance Supplies	20.93
Lozier	Lab Services	210.00
MJ Mechanical Services, Inc.	Incubator repair	511.63
Manager Plus	Computer Software (Preventative Maint. Program)	549.00
Modern Corporation	Dumpsters	175.27
Moley Magnetics	Fan Motor - Rapids Rd PS	66.10
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
New York Water Environment Assoc.	Wastewater Certification Renewal for M. Ferchen & E. McDonough/Membership for T. Blodgett	499.00
NYWEA Western Chapter	33rd Annual Greater Buffalo Environmental Conf./T. Blodgett	90.00
Niagara County Sewer District #1	Petty Cash	47.93
PVS Technologies	Ferrous Chloride	5,951.73
Rexel	LED Spotlight & LED Spotlight w/ motion sensor	623.64
Share Corp	Maintenance Supplies	512.97
Sharp Printing	4 part forms (equip. malfunction report)	176.00
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Sherwin Williams	Paint Supplies	902.02
SHI International Corp	Adobe Acrobat XI Pro (v.11)	332.61
Southworth Milton Inc.	Repair Emerg. Generator/Plant & Townline Rd/Mapleton Rd, plus generator parts for plant & Mapleton rd	5,905.10
Staples	Office Supplies	228.79
Teixeira, Joanne	Travel Mileage	21.64
Vona, P. Andrew	Monthly Retainer-January 2015	2,500.00
Wagner, Gerald	Manhole Repair Transit & Robinson Road	1,330.00

TOTAL

\$ 91,460.87

TOTAL FORWARDED

\$ 17,258.43

TOTAL APPROVED O&M

91,460.87

GRAND TOTAL APPROVED

\$108,719.30

This motion was carried.

Review of the January 2015 Financial Report showed an Operation and Maintenance balance of \$4,728,006.63.

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Sewer District's January 2015 Financial Report be approved as presented. This motion was carried.

Communications:

a. County-wide Fiber Optic Study - Mr. Blodgett reported that he received a letter from Michael A. Casale, Deputy Commissioner of Business Development, Niagara County Economic Development regarding a study which will examine how Niagara County is currently serviced by fiber optic infrastructure, with particular focus on the fiber optic service at and around the Niagara Falls International Airport and Niagara Falls Air Reserve Station. Niagara County Economic Development is holding meetings with Niagara County department heads and key stakeholders for the study. He stated that at this point these are just informational meetings to begin the study, and that District involvement in the study would be important from a standpoint of the District's existing sewer infrastructure. He said that he would report back at the next meeting regarding any additional information regarding the study.

b. Summer Employment - Mr. Blodgett reported that at this time it appears that only one of the summer employees will be returning this year. Two other previous employees are interested but have not indicated that they are committed to return. A total of 5 summer employees are needed and budgeted for, and applicants must be 18 years old with a valid driver's license and the pay is \$10/hour. Mr. Blodgett stated to have anyone interested in the summer positions to contact the District for an application.

c. Janitorial Services - Mr. Blodgett reported that the District received a notice from K & K Janitorial Service, Inc. who provide cleaning services for the administration building. He said that their rates have held since 2011, however this recent notice states that they will be increasing their monthly rate by approximately 4% beginning on March 1, 2015. Mr. Blodgett stated that he wanted to bring the cost increase to the Board's attention for discussion, and requested board authorization to bid out the cleaning services for the Administration Building as there is no contract in place, as it is treated as just a monthly service.

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request to bid out the cleaning services for the Administration Building. This motion was carried.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Revised Quotes for Treatment Plant Maintenance Building Make-up Air Unit - Mr. Timkey reported that Greater Niagara Mechanical, Inc. was awarded the job at the January 2015 Administrative Board Meeting and they subsequently withdrew their quote stating that the unit which they based their quote on was no longer available. Three new quotes were solicited and only John W. Danforth Company was able to obtain the unit but their quote was \$377 higher than the lowest bidder, Greater Niagara Mechanical, Inc. Mr. Timkey stated that the quality of the units quoted differ with only minimal cost difference. After some discussion the board decided to reject the current quotes and directed Mr. Timkey to seek new quotes that specify the same Reznor unit.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request to reject the bids and rebid with exact manufacturer and specifications as is required for the treatment plant maintenance building make-up air unit with assistance from the District's Engineer as necessary. This motion was carried.

b. Plant Aeration Blower Soft Starters - Mr. Timkey reported that two of the four plant aeration blower soft starts need to be replaced. He stated that O'Connell Electric Co., Inc. was the lowest of the three bids at a total of \$8,498.00. As the bid was significantly lower than the other two bids, the board approved the low quote from O'Connell Electric Co., contingent upon the District's Engineer's verification of the proposed equipment.

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request of the purchase of two new plant aeration blower soft starts at the total cost of \$8,498.00 contingent upon the District's Engineer final approval of the proposed scope with O'Connell Electric. This motion was carried.

c. Industrial Wastewater Sampler - Mr. Timkey reported that the lab is need of a new Industrial Wastewater Sampler. He stated that the lab only has one sampler and that Dan Kummer, the District's Senior Chemist is requesting a second one in order for redundancy, and that the Operator's would be able to sample more than one industry at a time when needed. Mr. Timkey recommended that the District standardize on Teledyne ISCO for the industrial samplers. He continued to note that Teledyne ISCO is what the District currently has and that it would provide consistency in sampling and lab reporting. Mr. Timkey requested board authorization to purchase the District's new laboratory industrial wastewater sampler from Teledyne Instruments, Inc. at the cost of \$2,431.20 which includes shipping.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request to standardize the industrial wastewater samplers to Teledyne ISCO, and for the purchase of the District's new laboratory industrial wastewater sampler from Teledyne Instruments, Inc. at the cost of \$2,431.20 which includes shipping. This motion was carried.

d. Centrifuge Consultant Services - Mr. Timkey reported that the repaired Alfa Laval gearbox is projected to be shipped back to the District the week of March 9, 2015. Mr. Timkey is requesting board approval for the professional services of Peter Lamontagne, a centrifuge consultant, for the start-up of the re-assembled Alfa Laval centrifuge in the amount not to exceed \$5,000.

Upon motion duly made by Dennis Brochey and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Timkey's request for

Peter Lamontagne, a centrifuge consultant for his professional services when Alfa Laval representatives startup the re-assembled centrifuge, in the amount not to exceed \$5,000. This motion was carried.

Administrative Directors Report:

a. Emergency Repair Contract Bids - Mr. Blodgett reported that the signed copies of the emergency repair contract bids have been received and that they were forwarded to the District's Attorney Andy Vona for his review and approval. Mr. Vona stated that he had a chance to review the contracts and that they were ready for Board execution. Mr. Blodgett is recommending Board approval for the Chairman to execute the Contracts with both contractors, Mark Cerrone, Inc. and Milherst Construction, Inc. for the "Request for Proposals (RFP No. NCSD14-01) – Utility/Collection System Emergency Repairs."

Upon motion duly made by James Riester and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County sewer District #1 hereby authorizes the Chairman to execute the Contracts with both contractors, Mark Cerrone, Inc. and Milherst Construction, Inc. for the "Request for Proposals (RFP No. NCSD14-01) – Utility/Collection System Emergency Repairs." This motion was carried.

b. Vactor Truck - Mr. Blodgett reported that the only bid received for the Vactor Truck was on February 17, 2015 from the Town of Lockport in the amount of \$8,000.00. He noted that the bid amount was well within the acceptable bid range for this age and style of truck. This item will need to be put back on the March 2015 agenda as there was not a quorum of Commissioners to vote for the bid's acceptance as Commissioner Smith of the Town of Lockport would need to abstain from the vote.

c. Wastewater Operator's Exam - Mr. Blodgett reported that the wastewater operator's exam has been posted and that the deadline for applications to be received is March 13, 2015 and the examination date is April 18, 2015. He stated that this exam is to compile the eligible list for operator trainee positions as required at the District.

d. Industrial Appraisal Quote - Mr. Blodgett reported that the last time a complete appraisal of all of the buildings and equipment at the District was done in 2008, whereas it is typically done every five years. He stated that the cost to the District would be a little over \$10,000 and suggested that we wait until it can be budgeted for in 2016. Mr. Smith stated that he agreed with Mr. Blodgett and recommended the District plan to have the appraisal done in 2016 as it is important to complete these detailed assessments in order to establish a current value of the assets for any kind of loss the District may incur.

Engineering Report:

1. General Retainer (CRA Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services
 - BOARD ACTION REQUESTED – None
2. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)
 - Next steps, implementation of priority projects, O&M projects, and schedule for approved plan
 - BOARD ACTION REQUESTED – None
3. Mapleton Road Pump Station Improvements (CRA Project No. 631047)
 - Pump base received. Station work resumed, expected completion in March.
 - BOARD ACTION REQUESTED – None
4. WPCC 2014 Roof Replacement Project (CRA Project No. 631067)
 - Project is complete. Final payment and closeout paperwork being processed.
 - BOARD ACTION REQUESTED – None
5. 2014 District I/I Project – Manhole Inspection Program (CRA Project No. 631071)
 - Field inspections and database work complete. Final Interceptor Manhole Inspection Report submitted.
 - BOARD ACTION REQUESTED – None
6. 2014 SPDES Permit Schedule of Compliance Action Items (CRA Project No. 631076)
 - Baffle installation in Clarifiers has been completed and both tanks are back in operation. Mercury Minimization Program Final Report submitted. Flow Study Work Plan review meeting with DEC is complete. Work Plan to be simplified and re-submitted to DEC.
 - BOARD ACTION REQUESTED – None
7. 2014 MOM Plan Annual Report (CRA Project No. 631124)
 - Draft report complete.
 - **BOARD ACTION REQUESTED – Any comments from the Board?**

Ms. Misiti reported that Mr. Blodgett's comments have been incorporated into the draft report. Mr. Smith stated that the District is committed to targeted I/I removal per our current policies and Procedures. However, he believes the District should attempt to better understand progress, possibly through better monitoring and/or weather stations to track/trend wet/dry weather flows. Mr. Riester agreed and stated that The Town of Pendleton has done a lot of repairs to their sewer lines and it would nice to know if they are making a difference or not with their individual town's I/I. Mr. Blodgett stated that during wet events it would be extremely valuable to start collecting data to better track and understand progress. The thought is that this would be a long-term monitoring plan to assess the effectiveness of the current I/I program. Mr. Smith requested that CRA work with District staff to develop a preliminary plan to present back to the Board for further consideration.

Ms. Misiti said that the per the current SPDES permit schedule of compliance, the District is required to submit the 2014 MOM Annual Report to the NYSDEC by February 28, 2015. Ms. Misiti requested Board approval to submit the 2014 MOM Plan Annual Report to the NYSDEC on Friday, February 27, 2015 in order to meet the scheduled due date.

Upon motion duly made by James Riester and seconded by Dennis Brochey it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives Board approval to CRA to submit the 2014 MOM Plan Annual Report to the NYSDEC in order to satisfy the SPDES Permit schedule of compliance. This motion was carried.

8. WPCC 2015 ROOF REPLACEMENT PROJECT (CRA PROJECT NO. 631123)

- Kick-off meeting complete. Asbestos removal quotes requested. Design underway.
- BOARD ACTION REQUESTED – None

8. 2015 District I/I Project

- Discussed project scope with NCSD. Scope development underway.
- BOARD ACTION REQUESTED – None

9. Wet Well Ventilation Project (CRA Project No. 631139)

- Proposal for Professional Engineering Services
- **BOARD ACTION REQUESTED – Discuss/consider authorization of proposal**

Ms. Misiti presented to the board CRA's proposal for the Influent Pump Station Screen Room Ventilation Project. Ms. Misiti requested Board approval of the proposal from CRA for design and construction phase services for the project.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves CRA's proposal for design and construction phase services related to the Influent Pump Station Ventilation project. This motion was carried.

Attorney's Report:

There is nothing new to report this month.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by James Riester and seconded by Dennis Brochey the meeting adjourned at 4:30 p.m.